

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140086-8

17

REPORTS INVENTORY						CONTROL NO.			
PREPARE IN DUPLICATE						DD5/07K/155 16-			
1. TITLE OF REPORT (If a fill-in report include Form No.) Course Report - Instructor Training Workshop						2. TYPE OF REPORT XX STATISTICAL NARRATIVE MACHINE-NAME LISTING			
3. FUNCTIONAL AREA	PERSONNEL	X	TRAINING	ADMIN. GENERAL					
	LOGISTICS		SECURITY	OTHER (specify)					
	MEDICAL		FINANCE						
4. NO. OF COPIES PREPARED 6	5. FREQUENCY (weekly, monthly, quarterly, etc.) At end of ITW's (8 in the last 12 months)			6. DISTRIBUTION (No. of components not number of copies) 2					
7. FORMAT (memorandum, form computer print-out, etc) Memorandum	8. ADP PROCESSING YES IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT OTR Regulation					
10. PREPARING COMPONENT (include lowest level contributing information to report) OTR/ISS/IT			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None						
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
11	6.50		3.5		22.75		8		182.00
14	11.00		1.5		16.50		8		132.00
Review									
14	11.00		.25		2.75		8		22.00
15	12.80		.25		3.20		8		25.60
18	17.00		.25		4.25		8		34.00
			5.75				56		
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR							395.60		
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
Informs the DTR of the instructor's evaluation of the course. Also includes student's critiques, which gives DTR their opinion of the course.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)							ESTIMATED SAVINGS MAN-HOURS 0 DOLLARS 0 STAT		
CHANGE DISCONTINUE									
15. DATE OF INVENTORY 9 OCT 19/0		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140086-8			18. EXTENSION				
		- OTR/ISS/IT							